

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 06-04

JUDICIAL SUPPORT SPECIALIST

Fort Worth, Texas

Closing Date: December 15, 2005

Salary: \$34,408 to \$61,630 (CL 25/26)*

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

PRIMARY RESPONSIBILITIES

This position is a member of the operations team of the Bankruptcy Clerk's Office which provides judicial services. The incumbent is responsible for a variety of functions from opening to final disposition of cases filed. The responsibilities include courtroom deputy, calendar clerk, electronic court recording (ECRO), docketing, and appeals. This position reports directly to the Divisional Manager.

- Acts as liaison between the judge, counsel and the Clerk's Office in the absence of the assigned courtroom deputy.
- Assists in the courtroom by taking notes, providing setting information, and retrieving electronic files.
- Prepares courtroom for proceedings and ensures all electronic equipment is functioning properly.
- Maintains court calendar, monitoring for conflicts or incompatibility with case movement.
- Performs duties associated with the management of cases.
- Monitors the timely submission and filing of orders.
- Performs duties associated with electronic court recording (e.g. records court proceedings, processes tape/CD duplication and transcript requests, catalogs recordings, and maintains courtroom electronic equipment.)

- Receives, reviews and maintains exhibits and sealed documents.
- Makes summary entries of documents in the electronic filing systems as needed.
- Identifies emergency motions and documents that require special handling and refers them to appropriate personnel with minimum delay.
- Dockets minute orders, proceeding memos, court orders, judgments, and other matters deemed appropriate.
- Reviews case management reports and takes appropriate actions to ensure timely progression of cases, resulting in proper disposition (e.g. discharge, dismissal, conversion, transfer, etc.)
- Processes and transmits case records for appeals.

MINIMUM REQUIREMENTS:

High school graduate. Two years of general clerical experience plus two years specialized experience (progressively responsible experience related to the processing of legal documents, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws).

Required competencies include:

- **Excellent oral and written communication skills**
- **Ability to work effectively with both internal and external customers**
- **Ability to take notes and summarize material for proceeding memos in a distracting setting**
- **Demonstrated skill in using personal computers, word processing software, Internet browser, electronic mail, and other software applications**
- **Ability to produce accurate, thorough, and high quality work products**
- **Initiative and ability to work independently**
- **Ability to think logically, analyze data, research matters and solve problems**
- **Demonstrated reliability and punctuality**

DESIRED QUALIFICATIONS:

College degree. Bankruptcy experience. CM/ECF experience. Good knowledge and understanding of the policies and procedures of the court. Thorough understanding of case management process from inception to closing. Knowledge or experience of how other processes in the Clerk's Office relate to his/her position.

BENEFITS:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per

year, 10 federal holidays, participation in the Federal Employees Retirement System with percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

APPLICATION PROCESS:

Submit a cover letter with current resume to: Alison Henley, Employee Relations Officer, U.S. Bankruptcy Court, 1100 Commerce Street, Rm. 1254, Dallas, Texas 75242, or submit by e-mail (in Word or WordPerfect only) to: alison_henley@txnb.uscourts.gov

The selected candidate will be subject to a background check as a condition of employment. Retention depends upon a favorable suitability determination.

The United States Bankruptcy Court is an Equal Opportunity Employer.